

1 **Rule 15-1116. Conduct of the mediation.**

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3 (a) Scheduling the mediation. The designated mediator shall set the time and place for the
4 mediation and shall cause written notice of the mediation to be served personally or by mail on
5 all parties to the mediation.

6 (b) Right to be represented by counsel. In the notice of the mediation, the mediator shall
7 inform the parties of their right to be represented by their own legal counsel at their own cost at
8 any stage of the mediation process. Failure to be represented by legal counsel at any stage of the
9 mediation is a waiver of this right at that stage of the mediation, although a party may use legal
10 counsel later in the mediation process.

11 (c) Right to be assisted at mediation. A party may designate an individual to accompany that
12 party to the mediation and to participate with the party in the mediation process.

13 (d) Procedure. The mediator may use joint or private caucuses during the mediation process.
14 The process may be adjourned from time to time in the discretion of the mediator or at the
15 request of the parties.